



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
EQUIPMENT MECHANIC-IN-TRAINING IV	29	H	9.326
EQUIPMENT MECHANIC-IN-TRAINING III	28	H	9.328
EQUIPMENT MECHANIC-IN-TRAINING II	27	H	9.330
EQUIPMENT MECHANIC-IN-TRAINING I	25	H	9.332

SERIES CONCEPT

Incumbents in this series participate in a formal training program consisting of a course of self study and on-the-job training under the supervision of a journey level mechanic. Upon successful completion of four years of study, incumbents may progress to a Highway Equipment Mechanic I or Equipment Mechanic II.

CLASS CONCEPTS

EQUIPMENT MECHANIC-IN-TRAINING IV

Under close supervision of a journey level mechanic, performs repair and maintenance work on light, medium and heavy automotive, construction, and maintenance equipment; serves as an assistant to a journey level mechanic; completes instructional assignments; and performs related work as required.

Repairs various types of light, medium and/or heavy equipment; and receives practical training in the design, systems and components of diesel equipment including: hydraulics; brakes; wheels; tires; electronic controls; frames; suspensions; steering; transmissions; drivelines; and air conditioning.

EQUIPMENT MECHANIC-IN-TRAINING III

Under close supervision of a journey level mechanic, performs repair and maintenance work on light, medium and/or heavy automotive, construction, and maintenance equipment; serves as a helper to a journey level mechanic; completes instructional assignments; and performs related work as required.

Learns the general principles of diesel mechanics and repairs various types of light, medium, and/or heavy equipment; and receives practical training in automotive air conditioning; wheel alignment; and industrial hydraulics.

EQUIPMENT MECHANIC-IN-TRAINING II

Under close supervision of a journey level mechanic, in a training capacity, continues to receive instruction in the more complex maintenance and repair activities of light and medium automotive, construction and maintenance equipment by observing, helping, and performing the prescribed training assignments; completing instructional assignments; and performs related work as required.

EQUIPMENT MECHANIC-IN-TRAINING IV	29	H	9.326
EQUIPMENT MECHANIC-IN-TRAINING III	28	H	9.328
EQUIPMENT MECHANIC-IN-TRAINING II	27	H	9.330
EQUIPMENT MECHANIC-IN-TRAINING I	25	H	9.332

Page 2 of 6

CLASS CONCEPTS (cont.)

Receives practical and related training by observing, assisting, and performing maintenance and repair of various systems and components of light and medium equipment, including automotive automatic transmissions; automotive manual transmissions and power trains; automotive diagnosis and tune-up; automotive emission control; automotive ignition system diagnosis and repair.

EQUIPMENT MECHANIC-IN-TRAINING I

Under immediate supervision of a journey level mechanic, in a training capacity, receives instruction in the maintenance and repair of light and medium automotive, construction and maintenance equipment by observing, helping, and performing the prescribed training assignments; completing instructional assignments; and performs related work as required.

Learns the general principles of automotive mechanics and receives practical and related training by observing, assisting, and performing maintenance and repair of various systems and components of light and medium equipment including: automotive fuel, lubricating, and cooling systems; automotive engines; automotive brakes, suspension and steering; automotive electronics and electrical equipment; small engine mechanics.

MINIMUM QUALIFICATIONS

EQUIPMENT MECHANIC-IN-TRAINING IV

EDUCATION AND EXPERIENCE:

One year's service as an Equipment Mechanic-In-Training III in Nevada State service; and successful completion of three-fourths of the prescribed related instructional assignments in the Equipment Mechanic-In-Training Program.

LICENSE:

A valid Class A or Class B Nevada commercial driver's license may be required for some positions at the time of application.

SPECIAL NOTE:

1. This is the final classification in the Equipment Mechanic-In-Training Program. Successful completion of this year of training and with the recommendation of the Instructor and the Mechanic-In-Training Committee leads to an appointment as journey level mechanic. The required training must be completed on a yearly basis; if not, the individual will be terminated from the program unless there are extenuating circumstances which will be reviewed by the training committee.
2. Incumbents are required to furnish their own mechanic's tools.

EQUIPMENT MECHANIC-IN-TRAINING IV	29	H	9.326
EQUIPMENT MECHANIC-IN-TRAINING III	28	H	9.328
EQUIPMENT MECHANIC-IN-TRAINING II	27	H	9.330
EQUIPMENT MECHANIC-IN-TRAINING I	25	H	9.332

Page 3 of 6

MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Working knowledge of the equipment systems, components, operating characteristics and design of diesel equipment including hydraulics, brakes, wheels, tires, electronic controls, frames, suspensions, steering, transmissions, drivelines, and air conditioning. Working knowledge of the methods, materials, tools, and equipment used in the construction, assembly, overhaul, repair and adjustment of automotive and heavy construction and maintenance equipment.

Ability to work independently and follow through on assignments with minimal direction. Ability to diagnose and determine what repairs are necessary to repair a system to proper working condition.

Skill in repairing, rebuilding and modifying all components of automotive and highway equipment.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of automotive automatic transmissions, automotive manual transmissions and power trains; automotive emission control; automotive diagnosis and tune-up; automotive ignition system diagnosis and repair.

Skill in performing skilled level work in wheel alignment, and maintenance and repair of air conditioning and hydraulic systems.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

EQUIPMENT MECHANIC-IN-TRAINING III

EDUCATION AND EXPERIENCE:

One year's service as an Equipment Mechanic-In-Training II in Nevada State service, and successful completion of one-half of the prescribed related instructional assignments in the Equipment Mechanic-In-Training Program.

LICENSE:

A valid Class A or Class B Nevada commercial driver's license may be required for some positions at the time of application.

SPECIAL NOTE: This is the third level position in the Equipment Mechanic-In-Training program. Progression is semi-automatic to the next higher classification level in this series, with the recommendation of the Instructor and approval by the Mechanic-In-Training Committee. The required training must be completed on a yearly basis; if not, the individual will be terminated from the program unless there are extenuating circumstances which will be reviewed by the Mechanic-In-Training Committee.

EQUIPMENT MECHANIC-IN-TRAINING IV	29	H	9.326
EQUIPMENT MECHANIC-IN-TRAINING III	28	H	9.328
EQUIPMENT MECHANIC-IN-TRAINING II	27	H	9.330
EQUIPMENT MECHANIC-IN-TRAINING I	25	H	9.332

Page 4 of 6

MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of the basic principles of diesel mechanics.

Skill in performing wheel alignment and maintenance and basic repair work on air conditioning and hydraulic systems. Skill in performing skilled level repairs on automotive automatic transmissions; automotive manual transmissions and power trains; automotive emission controls; ignition systems and performing skilled level automotive diagnosis and tune-up. Skill in the use of tools, gauges, and special test equipment used in equipment diagnosis and repair.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Working knowledge of safe working procedures and the proper use, storage, and disposal of hazardous material. Working knowledge of automotive fuel, lubricating, and cooling systems; automotive engines; automotive brakes, suspension, and steering; automotive electronics and electrical equipment; small engines. General knowledge of automotive automatic transmissions, automotive manual transmissions and power trains; automotive emission controls, automotive diagnosis and tune-up; automotive ignition system diagnosis and repair.

In addition, all knowledge, skills and abilities required at the lower levels of the series.

EQUIPMENT MECHANIC-IN-TRAINING II

EDUCATION AND EXPERIENCE:

I

One year's service as an Equipment Mechanic-In-Training I in Nevada State service and successful completion of one-fourth of the prescribed related instructional assignments in the Equipment Mechanic-In-Training Program.

LICENSE:

A valid Class A or Class B Nevada commercial driver's license may be required for some positions at the time of application.

SPECIAL NOTE: This is the second level training position in the Equipment Mechanic-In-Training Program. Progression is semi-automatic to the next higher classification level in this series, with the recommendation of the Instructor and approval by the Mechanic-In-Training Committee. The required training must be completed on a yearly basis; if not, the individual will be terminated from the program unless there are extenuating circumstances which will be reviewed by the Mechanic-In-Training Committee.

EQUIPMENT MECHANIC-IN-TRAINING IV	29	H	9.326
EQUIPMENT MECHANIC-IN-TRAINING III	28	H	9.328
EQUIPMENT MECHANIC-IN-TRAINING II	27	H	9.330
EQUIPMENT MECHANIC-IN-TRAINING I	25	H	9.332

Page 5 of 6

MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

Skill in basic arc and acetylene welding and cutting. Skill in performing maintenance and basic repair work on automotive automatic transmissions; automotive manual transmissions and power trains; automotive emission control; automotive ignition systems. Skill in automotive and ignition system diagnosis and tune-up. Skill in performing skilled level repairs on automotive fuel, lubricating, and cooling systems; automotive engines; automotive brakes, suspensions, and steering, automotive electronics and electrical equipment; small engines.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

General knowledge of automotive fuel, lubricating, and cooling systems; automotive engines; automotive brakes, suspensions, and steering; automotive electronics and electrical equipment; small engines.

In addition, all knowledge, skills and abilities required at the lower level of the series.

EQUIPMENT MECHANIC-IN-TRAINING I

EDUCATION AND EXPERIENCE:

I

Graduation from high school or the equivalent education, plus one year of experience in an automotive repair shop or service station; OR

II

Graduation from high school or equivalent education, and the completion of a three credit postsecondary course in vocational automotive mechanics; OR

III

An equivalent amount of experience and education that provided the applicant with the required entry level knowledge, skills and abilities. One additional year of experience or an additional three credit course in automotive mechanics may be substituted for high school or the equivalent education.

LICENSE: A valid Class A or Class B Nevada commercial driver's license may be required at the time of application for some positions.

SPECIAL NOTE: This is the entry level position in the Equipment Mechanic-In-Training Program. Progression is semi-automatic to the next higher classification level in this series, with the recommendation of the Instructor and approval by the Mechanic-In-Training Committee. The required training must be completed on a yearly basis; if not, the individual will be terminated from the program unless there are extenuating circumstances which will be reviewed by the Mechanic-In-Training Committee.

EQUIPMENT MECHANIC-IN-TRAINING IV	29	H	9.326
EQUIPMENT MECHANIC-IN-TRAINING III	28	H	9.328
EQUIPMENT MECHANIC-IN-TRAINING II	27	H	9.330
EQUIPMENT MECHANIC-IN-TRAINING I	25	H	9.332

Page 6 of 6

MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or needed to perform the work assigned.)

General knowledge of the basic principles of automotive mechanics. General knowledge of safe working procedures and the proper use, storage, and disposal of hazardous materials.

Skill in performing maintenance and basic repair work on engines; automotive brakes, suspensions and steering; automotive electronics and electrical equipment; small engines.

Ability to establish and maintain cooperative working relations with co-workers and agency staff.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Ability to learn the operating principles and repair techniques of light, medium and heavy automotive, construction and maintenance equipment. Ability to learn the proper use and care of hand tools and mechanical equipment used in equipment repair. Ability to follow oral and written directions. Ability to maintain records and reports.

Ability to write sufficient to prepare repair orders, requisition supplies, and document the condition of equipment. Ability to read sufficient to read and interpret repair orders, service manuals, operating system manuals and hydraulic and electrical schematics. Ability to lift heavy components and equipment in a safe manner. Ability to communicate successfully with co-workers.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.326</u>	<u>9.328</u>	<u>9.330</u>	<u>9.332</u>
ESTABLISHED:	10/1/74	10/1/74	10/1/74	10/1/74
REVISED:	12/19/85-12	12/19/85-12	12/19/85-12	12/19/85-12
REVISED:	8/6/87-3	8/6/87-3	8/6/87-3	8/6/87-3
REVISED:	7/1/91P	7/1/91P	7/1/91P	7/1/91P
	11/29/90PC	11/29/90PC	11/29/90PC	11/29/90PC